

**OFFICE OF THE STATE AUDITOR
ADMINISTRATION**

Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

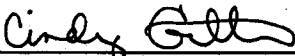
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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed.** The

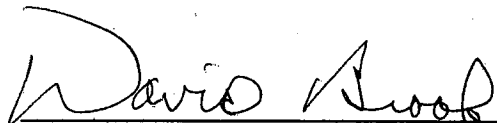
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Cindy Gilliam, Chief Records Officer
Office of the State Auditor



David Brook, Director
Division of Historical Resources

APPROVED



Leslie W. Merritt, State Auditor
Office of the State Auditor



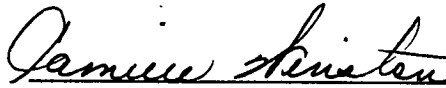
Lisbeth C. Evans, Secretary
Department of Cultural Resources


RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

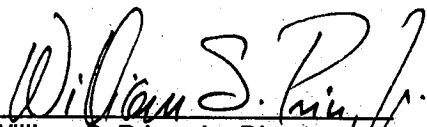
DEPARTMENT OF STATE AUDITOR
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Amend the records retention and disposition schedule approved April 10, 1992 by changing the disposition instructions of Item 9449 as shown on substitute page dated March 17, 1993.

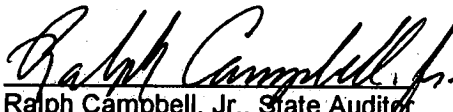
APPROVAL RECOMMENDED

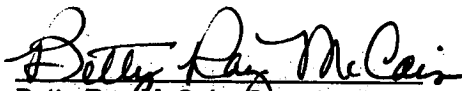

Camille E. Winston, Chief Records Officer
Department of State Auditor


John P. Bond, III, Chief Deputy State Auditor
Department of State Auditor


William S. Price, Jr., Director
Division of Archives and History

APPROVED


Ralph Campbell, Jr., State Auditor
Department of State Auditor


Betty Ray McCain, Secretary
Department of Cultural Resources

March 17, 1993

DWM

**OFFICE OF THE STATE AUDITOR
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ITEM 4080. COMPREHENSIVE EMPLOYMENT AND TRAINING ACT (CETA) PERSONNEL FILE.

Record copies of personnel jackets for active and inactive employees in the CETA Division.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy records currently held in the State Records Center 30 years from date of record.

ITEM 4081. PERSONNEL FILE.

Records concerning departmental employees. File includes applications, personnel action forms, letters of recommendation, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after employee terminates service. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently held in the State Records Center 30 years from date of record.

ITEM 9431. CHIEF DEPUTY'S REFERENCE FILE.

Records in paper and electronic formats concerning subjects of interest to the Chief Deputy. File includes reference copies of state budgets, continuing education reports, departmental organization charts, special projects, policy development initiatives, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when reference value ends.

ITEM 9442. GENERAL DEPARTMENTAL CORRESPONDENCE FILE.

Correspondence to and from state agencies concerning audit reports and other related subjects.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 9463. MINUTES OF COUNCIL OF STATE MEETINGS FILE.

Reference copies of minutes of the Council of State's monthly meetings.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 9464. SPEECHES FILE.

Speeches made by the State Auditor.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 33240. LEGISLATIVE BILLS FILE.

Reference copies of all bills that are introduced in sessions of the General Assembly. File also includes reference copies of legislative calendars.

DISPOSITION INSTRUCTIONS: Destroy in office copies of bills that are not ratified and legislative calendars when the General Assembly adjourns. Destroy in office copies of bills that are ratified when supplements to printed copy of General Statutes are received.

ITEM 33241. PRESS RELEASES AND BIOGRAPHICAL SKETCHES FILE.

Press releases concerning activities of the department and biographical sketches of the State Auditor.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

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ITEM 47653. STATE AUDITOR'S CORRESPONDENCE FILE.

Correspondence and memorandums in paper and electronic formats received and sent by the State Auditor's office. File includes council of state correspondence.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Transfer to the State Records Center after 4 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.